



*Deputy Director for Administration*

DDA 89-1936  
25 October 1989

NOTE FOR: Chief, Regulatory Policy Division, DA

FROM:

EXA/DDA

SUBJECT: Revision

Please initiate action to incorporate this new Protocol listing as a page change to Correspondance Handbook. The entire handbook is being revised but that is still 3-4 months away. Please call if you have any questions.

ORIG:EXA/DA

DISTRIBUTION:

- Original - Addressee w/atts
- 1 - DDA Subject w/atts
- 1 - DDA Chrono w/o atts
- 1 - RMH Chrono w/atts

EXA REGISTRY

E: *Reg-2-1*

DDA 89-1936  
24 October 1989

NOTE FOR: Chief, Regulatory Policy Division/ODDA

VIA: Executive Assistant to the DDA

FROM: [REDACTED]  
Special Assistant to the DDA

SUBJECT: Meeting re the Agency's Correspondence Handbook

On Tuesday, 24 October, a meeting was held to review (for the last time) a draft copy of the Agency's Correspondence Handbook. One item of particular interest in the handbook was the protocol listing of senior officials--to be used for correspondence purposes only. It was decided by the group--comprised of [REDACTED] O/DCI; [REDACTED] O/DD/ICS; [REDACTED] O/DDI; [REDACTED] Chairman, DCI Secretarial MAG, and myself that we would only include the principal members of the DCI's Staff Meeting in the protocol listing (attached) and that this listing would be in alphabetical order. As you know, the Inspector General has DD status and is listed after the DDS&T. All officials listed after the Inspector General are listed alphabetically. However, when you coordinate the listing with the Agency population, it is hoped that certain officials not listed--such as Chief, ACIS; Chief, CNC; C/CIC; C/CTC and Senior Review Panel will get a chance to see this listing in case they have any problems.

Attachment:  
Protocol Listing  
DCI Staff Meeting Participants



~~SECRET~~

**Page Denied**

Next 1 Page(s) In Document Denied

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Meeting re Agency Correspondence Handbook

FROM:

Special Assistant to the DDA

EXTENSION

NO

DDA 89-1936

DATE

24 October 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Assistant to  
the DDA  
6E-08 CHB

2.

3. Chief, Regulatory Policy  
Division  
1112 Ames Building

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**Page Denied**

Next 2 Page(s) In Document Denied